

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Maren Murphy/Parks & Recreation Planner

ADDRESS: PO Box 200701

CITY: Helena

STATE: MT

ZIP: 59620-0701

PHONE: 406-444-3364

EMAIL ADDRESS: marenmurphy@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 10, 2014

APPLICATION DEADLINE: Friday, March 7, 2014 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Parks Visitation Field Intern

OF POSITIONS: 5

LOCATION(S): Kalispell, Missoula, Bozeman, Great Falls, Billings

WORK START/END DATES: May 27 – September 5

HOURS/WEEK: 40 hours/week

TRAINING/ORIENTATION DATES:

Project training in Helena; date to be determined based on schedule.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

Funded at \$9.50/hour. Vehicle will be provided for necessary travel in the region or reimbursement for personal vehicle use. Housing will not be provided, but meals and lodging in association with travel will be reimbursed as appropriate within FWP meal and lodging policies. Uniforms, laptop computer, and cell phone will be provided as necessary.

POSITION DESCRIPTION:

The Montana State Parks Research Intern will conduct research on State Park visitation under supervision of the Parks & Recreation Planner. Position duties and opportunities will focus on visitation data collection (including surveying) to assess specific trends in visitation to the parks. The intern's responsibility will be to collect visitation data through field sampling based on an established schedule. The position will also include data analysis and preparation of a final report on the project. The position will require some training work in Helena, and will be based at one of five FWP Regional Offices around the state. The position will include extensive travel, possibly including overnight travel, to parks throughout the assigned Region.

The regional headquarters are: Kalispell, Missoula, Bozeman, Great Falls, and Billings. Local applicants desired, but not required. Applicants should indicate which location they are applying for. The internship will be the same for each location, however staffing, parks, and distances will vary.

Responsibilities:

Internship responsibilities will include but not be limited to the following:

- Test sampling protocols for updating visitation metrics
- Conduct surveys at multiple parks over the course of the summer for visitation data collection
- Analyze data and produce a final report based on results with timelines for implementation

- Assist the Parks Planner and regional staff with visitation training as necessary
- Assist on additional projects as available based on need and interest

Learning Objectives:

- Develop a working knowledge of recreation management and data collection
- Gain an understanding of the Montana State Parks system
- Collaborate with a diversity of staff experts at the park, regional, and state levels
- Develop/improve technical writing skills and data analysis with preparation of final report
- Utilize statistical analysis and sampling methods with a purpose of implementing visitation data collection

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Academic majors or coursework related to recreation planning, environmental policy and project management, geography, statistics, parks and recreation management, or resource management is preferable.
- Coursework or other experience in survey research and statistics is strongly desired.
- Excellent oral and written communication skills and independent work skills is highly desired.
- Proficient in Microsoft Word and Excel.
- Must be comfortable interacting with the public in an outdoor recreation setting.
- Must have a good driving record and a valid driver's license and must be willing to drive to remote locations across Montana as necessary. While every effort will be given to secure an FWP vehicle for travel use, access to a reliable personal vehicle is highly desired. Use of a personal vehicle will be reimbursed. Most sites are in somewhat remote rural areas across Montana.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit resume; cover letter explaining applicable skills and experience, particularly with surveys and field work; desired location preference (up to 3), and three references to:

Parks Visitation Field Intern
c/o Maren Murphy
Montana State Parks
PO Box 200701
Helena, MT 59620-0701

Or email: marenmurphy@mt.gov with the subject line: Parks Visitation Field Intern Application

Phone calls and inquiries are also welcome.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Interns will be expected to find their own housing. Certain locations may have options on a case-by-case basis. Travel required as part of position will be covered through a per diem or reimbursed. Project administration will require a workspace, access to State vehicle, meals and lodging as appropriate within the meal and lodging policies, and uniform and supplies. Willing to use a personal laptop and cell phone is desired if available.

